

A Sample Job Application

This is a sample job application. It was on the Internet. You can find it and other samples at: <http://jobsearch.about.com/library/jobapp/b1sample1.htm>

Your teacher will help you fill out this form. Be neat. Write clearly. Answer every question. If a question does not apply to you, write NA or --- in the blank.

Like most job applications, this asks for three kinds of information:

1. personal information—where you live, social security number, etc.
2. work experience—also called job experience, work history, job history
3. education—what schools did you attend, when, and for how long

This application, like most, also asks what job you are applying for and when you can work. When you have completed an application, you usually have to sign and date a statement that says everything you wrote is true.

Sample Job Application Form

Practice filling out this job application form and use it as a guide when completing applications for employment.

Instructions: *Print clearly in black or blue ink. Answer all questions. Sign and date the form.*

PERSONAL INFORMATION:

First Name _____

Middle Name _____

Last Name _____

Social Security Number _____

Street Address

City, State, Zip Code

Phone Number

(____) _____

Are you eligible to work in the United States?

Yes _____ No _____

If you are under age 18, do you have an employment/age certificates?

Yes ___ No ___

Have you been convicted of or pleaded no contest to a felony within the last five years?

Yes _____ No _____

If yes, please explain: _____

POSITION/AVAILABILITY:

Position Applied For (Position Desired)

Days/Hours Available

Sun. ____ Mon. ____ Tues. ____ Wed. ____ Th. ____ Fri. ____ Sat. ____

Hours Available: from _____ to _____

What date are you available to start work?

EDUCATION:

Name And Address Of School Major Degree/Diploma Graduation Date

Skills And Qualifications: Licenses, Skills, Training, Awards

EMPLOYMENT HISTORY: (JOB HISTORY)

Present Or Last Position:

Employer: _____

Address: _____

Supervisor: _____

Phone: _____

Email: _____

Position Title: _____

From: _____ To: _____

Responsibilities: _____

Reason For Leaving: _____

Previous Position:

Employer: _____

Address: _____

Supervisor: _____

Phone: _____

Email: _____

Position Title: _____

From: _____ To: _____

Responsibilities: _____

Reason For Leaving: _____

Previous Position:

Employer: _____

Address: _____

Supervisor: _____

Phone: _____

Email: _____

Position Title: _____

From: _____ To: _____

Responsibilities: _____

Salary: _____

Reason For Leaving: _____

May We Contact Your Present Employer?

Yes _____ No _____

References:

Name/Title	Address	Phone	Occupation
-------------------	----------------	--------------	-------------------

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Signature _____

Date _____

REMINDER: Make a Personal Information Sheet for yourself. Keep it in a safe place. Take it with you whenever you know you will have to fill out forms.